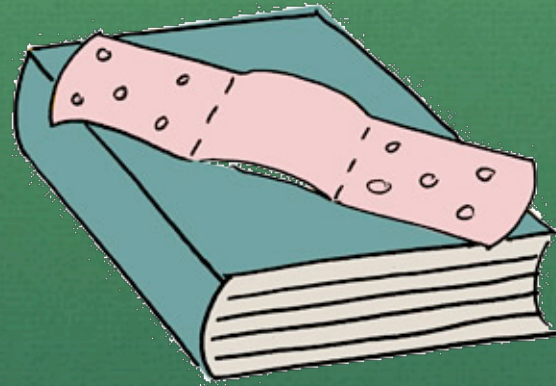


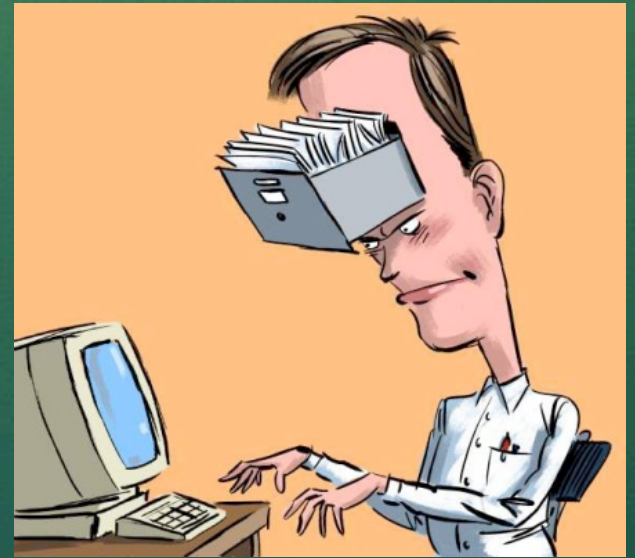
Archiving

Archiving?

Archivist



A Day in the Life of an Archivist



Archiving

- **Archives** – primary sources which have been accumulated over the course of an individual or organization's lifetime. Records of any archive consist of records which have been especially selected for permanent or long-term preservation due to their enduring research value
- **Archivist** – a person who works in archives
- **Archival Science** - the study and practice of organizing, preserving and providing access to information and materials in archives

	Locations	Purpose	Inventory	Public
Academic	Colleges, universities, ED. facilities	Celebrate and preserve the history of their school and academic community	Papers from prof. presidents, memorabilia related to school orgs & activities, rare books etc.	Yes, for students, can be for outside patrons
Business	Private Businesses Ex. Coca-Cola	Help maintain control over their brand, and the integrity of comp.	Records, historical material of their comp.	No (typically)
Government	Local, State, Federal	Contain/preserve material on history of that region	Many different kinds - Varies with type	Yes
Non-Profit	Historical societies, hospitals, foundations etc.	Set up by private funds/donors –To Preserve papers and history of specific people/places	Many different kinds - Varies with type	Yes/No
Art & Visual	Museums	To preserve ancient art/any visual artifact	Canvas, photos, drawings, clay, jewelry, etc	Yes (typically pay to get in)
Media	Libraries, Companies, Audio Visual Centers, and Included in other archives!	The process of transparently moving older data from log files to log archive files to free storage space	Varies with location/purpose. Wide range, and is growing vastly due to the information age.	Yes, unless private

Assignment

- Pick a type of archiving from the previous table. Research, construct a brief presentation, and archive something of your own.
 - Brochure, magazine/newspaper article, portfolio, poster, power point, or scrapbook.
- Students will then be grouped by type of archive they chose, and present together what their type of archiving is, and present all their own archives to the class.
- GOAL: by the end of this unit everyone will have a good knowledge base on all types of archiving presented. And archive something of their own.
- After presentations are finished everyone will complete a basic quiz on archiving.
 - So there are three grades 1. individual project (20 pts.), 2. Group collaboration presentation (20 pts.), and 3. quiz (10 pts.) = 50 pts
 - LOTS OF POINTS AVAILABLE!

Example – I'm doing it too!

- It can be a hobby, interest, a collection of some sort etc. (basically anything; collection of papers, projects, stamps, baseball cards, coins, shoes etc. Check with teacher if not sure)
- EX. I have a love for music, a compulsive disorder of buying CD's. I have an entire room that contains hundreds of CD's just thrown about in a disorganized manor, dusty, some are missing, scratched etc. There are even multiples of some I'm sure. For this assignment I will research digital archiving and archive my collection. (I'm sure my room mate will be thankful) I will also make a brochure using the application on MS Word to explain Digital and Media Archiving and to present my archive. For my archive, I will show before and after pictures of my collection, but also explain the steps I took, restoration techniques, organizational methods, technology used to upload CD's on computer, and all resources used to gain my knowledge (works cited page)

Individual Rubric

	Below Average (1)	Average (2)	Good (3)	Excellent (4)
Research Content	Research was below average containing less than the amount of sources required. No works cited page	Research needs some work, less than required amount of sources used, and/or works cited page contains errors	Good research, used 3 sources, but words cited page contains some minor errors	Thorough research, at least 3 sources used, works cited page is correct and complete
Project Standards	Followed none of the directions.	Followed most directions with a couple slips ups, but didn't use an allowed method of presenting	Followed most directions, had 1 – 2 slip ups and used an allowed presentation method	Followed all direction, used 1 form of technology, and used an allowed presentation method
Archive Completion	You didn't really complete an archive because you didn't follow the directions or really follow your own research.	You have just completed your first archive, you made some mistakes though. See additional comments.	You have just completed your very first archive, be careful though. See additional comments	You have just successful completed your very first archive flawlessly. Great Job!
Creativity	There was very little creativity in this assignment, I know you can do better.	Your presentation and archive was pretty average, some extra thought would have put your project to the next level!	Pretty creative, good idea! Keep up the hard work	Very creative. Great Idea!
Overall Project	The presentation was below average, and needs work. Work harder next time please.	Multiple mistakes, pay a little more attention to assignment. Good effort.	Only a few mistakes, still a good presentation!	Overall a great presentation. Great Job!

Group Rubric

	Below Average (1)	Average (2)	Good (3)	Excellent (4)
Research Content	Research was below average containing poor information about topic. Unequal group participation.	Research needs some work, unequal participation by group members. Few errors	Equal group participation, covered good information about topic, and everyone presented their archive. Minor mistakes	Thorough research, Equal group participation. Covered quality information about topic, everyone presented their archive.
Project Standards	Followed none of the directions.	Followed most directions with a couple slips ups, but didn't use an allowed method of presenting	Followed most directions, had 1 – 2 slip ups and used an allowed presentation method	Followed all direction, used 1 form of technology, and used an allowed presentation method
Archive Completion	No one had their archive to present.	More than one person was unprepared for the presentations.	One person was unprepared for presentation of their archive.	Everyone presented their archive! Great Job!
Creativity	There was very little creativity in this assignment, I know you can do better.	Your presentation and archive was pretty average, some extra thought would have put your project to the next level!	Pretty creative, good ideas! Project over lapped a bit. Keep up the hard work	Overall very creative. Great Ideas!
Overall Presentation	The presentation was below average, and needs work. Work harder next time please.	Multiple mistakes, pay a little more attention to assignment. Good effort.	Only a few mistakes, still a good presentation, with pretty good explanation of chosen topic!	Overall a great presentation and explanation of chosen topic. Great Job!

Happy Archiving!

SLOWPOKE

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Maladies of the INFORMATION AGE

GOOGLITIS - FRUSTRATION THAT ONE'S IMMEDIATE SURROUNDINGS ARE NOT INSTANTLY SEARCHABLE*



ARCHIVAHOLISM



COMPULSIVE NEWS BINGING



METAMANIA

